

# **MARYLAND HEALTH CARE COMMISSION**

## **BID BOARD NOTICE**

**Procurement ID Number: MHCC 10-010**

**Issue Date: January 5, 2010**

**Title: Task Order for Geographic Information System (GIS) Services**

### **I. Background**

The MHCC currently utilizes a Geographic Information System (GIS) contractor to assist in the development of quick turnaround applications. The current contractor provides maps that present the utilization of various health care services within Maryland. The current contractor uses MAPINFO to generate maps for MHCC analyses. The MHCC staff uses MAPINFO and for some tasks the contractor provided output in electronic format for further manipulation by MHCC staff. The current contractor is Spatial Insights, Inc.

### **II. Purpose**

The purpose of this procurement is to provide the Commission with assistance in producing sophisticated geographical displays of health care utilization, facility location and patient population distributions that enable the MHCC to meet its regulatory functions. The geographical displays will enable the MHCC to present complex health planning and utilization data to technical and non-technical audiences. Sample tasks include examining the demographic characteristics of the population of a small area (a county, portion of a county, or a group of ZIP codes), assessing the geographic access of specific groups in a defined area, and analyzing the impact of proposed new health care services on existing providers within an area. The work under this contract will be completed under a task order arrangement.

### **III. Requirements**

MHCC will issue task order requests to the successful vendor to produce GIS products -- principally maps. The topic of each request and the methods for conducting the supporting analysis will be specified in a task order statement of work issued by MHCC when a product is needed. MHCC will approve work on a task order after the contractor has completed and MHCC has accepted work plan and cost estimate based on the statement of work.

A MHCC task order manager will be assigned to each task order. The task order manager will have oversight responsibilities for the specific task order, provide technical direction to the Contractor, and review the quality and completeness of Contractor products.

The MHCC does not guarantee the number of work plans and the total number of task orders shall be determined by MHCC.

### **Task Order Process**

MHCC will notify the contractor that new work must be completed by issuing a statement of work. The statement of work will contain the following elements:

- name of MHCC task order manager;
- description of the task;
- the proposed methods to complete the work,
- number and composition of maps or other deliverables; and
- deliverable schedule.

The time frame for completing a task order will typically be short (i.e., 3 days to 1 month). The contractor will submit a work plan and a cost statement for each task order prior to the start of work. The work plan will contain sufficient information to demonstrate a clear understanding of MHCC's requirements, the relative scope (in terms of resource requirements) of the various deliverables, and the methods by which the contractor intends to use. The cost statement will contain an estimate of the hours that will be needed to complete the work using the labor categories defined in this notice and the rates submitted by the vendor in its cost proposal (Price Computation Form). The contractor shall define a qualified person that will serve as overall technical leader of the task. MHCC will review the work plan and cost estimate, if modifications are necessary, the contractor and the MHCC will work together to define requirements within MHCC's budget constraints. Once MHCC approves the task order work plan and cost estimate the contractor shall begin work.

MHCC may request that quick turnaround projects be completed without a work plan. These tasks would require less than 20 hours of an FTE's time and the technical nature of the task would be similar to work previously complete. In this case, MHCC will request that a cost estimate be prepared and once the cost estimate is accepted by MHCC, the contractor may begin work. The contractor will be informed at the time a task order is issued if the task is a quick turnaround project.

### **III. Project Deliverables, Timelines, and Technical Specifications**

All task order output shall be submitted in printed format (transparency, letter, tabloid or larger) and in electronic form, as required under the task. The contractor must be capable of providing electronic output in MapInfo table and workspace formats, PDF, HTML, and various other graphical formats including, but not limited to JPEG, GIF, and TIF. The contractor shall be capable of providing documents in electronic format that can be directly imported into Microsoft Office 2007 products and in Adobe InDesign 2.0 format.

**TERM OF CONTRACT:**

The contract will be for the time period March 1, 2010 to June 30, 2010.

**ISSUING OFFICER**

The issuing officer for this solicitation is Sharon Wiggins, Procurement Officer, Maryland Health Care Commission, 4160 Patterson Avenue, Baltimore, Maryland 21215.

**CONTRACT MONITOR**

The Commission's monitor for the work and technical point of contact is Mr. Norman B. Ringel, Assistant Chief, Maryland Health Care Commission, 4160 Baltimore, Maryland 21215

**SUBMISSION DEADLINE**

**In order to be eligible for consideration, an original proposal must be received at the Commission office by 4:00 p.m. January 20, 2010. All bids must include Federal Identification Tax Numbers.** Vendors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Commission. Proposals may also be submitted electronically to [swiggins@mhcc.state.md.us](mailto:swiggins@mhcc.state.md.us) providing the documents are in MS Word.

**PROCUREMENT METHOD**

The procurement method for this solicitation is a **small procurement** as described in the Code of Maryland Regulations (COMAR) 21.05.07. **The maximum award allowed under these regulations is \$25,000.**

**REQUIRED DOCUMENTS**

1. Please provide a description of the offeror's proposed plan for completing mapping requests that will originate from MHCC. It should include a description of the firm's methodology, techniques and approaches for managing tasks and ensuring high quality products. Please provide an organization chart for the project. This section should be limited to 10 pages or less.
2. Please include individual resumes for the personnel who are to be assigned if your organization is awarded the contract. Subcontractors, if any, must be identified, and a detailed description of their contributing role relative to the requirements of the proposal should be included in the proposal. Each resume should include the amount of experience the individual has had relative to the work called for in this solicitation. Letters of intended commitment to work on the project from personnel should be included with the response. In selecting staff for the three categories, please ensure that all proposed staff meets the minimal acceptance criteria established in this bid board notice for the labor category.

**Task Leader:** A technical expert with at least 3 years managing and leading GIS projects using MAPINFO and related mapping packages. A task leader must hold a bachelor degree or better in a technical field such as computer science, information

management, or statistics and have at least five years developing and producing GIS products.

**Geographic Design Programmer:** This individual must hold a bachelor degree or better in a technical field such as computer science, information management, or statistics and have at least three years developing and producing GIS products using MAPINFO.

**Junior Geographic Design Programmer:** This individual must hold a bachelor degree or better in a technical field such as computer science, information management, or statistics and have at least six months experience developing and producing GIS products using MAPINFO.

**Note for all positions: a vendor may substitute years of experience one for one with the educational requirements.**

3. Please complete the price computation table using the projected hours specified in the column. The estimated number of hours provided by MHCC for each labor category multiplied by the offeror's fully loaded labor rate for each category will yield a total labor amount for each category. Please also identify any other direct costs that you intend on billing to MHCC. Other direct costs not specifically identified on the price computation form will not be reimbursable. Note that all billing under the contract will be for actual hours using the labor rates specified in the Price Computation Table. The basis for the award is the sum of labor and ODC dollars for the contract.

## **2.0 Payment Terms/Billing**

Payment will be made to the contractor only after successful completion and acceptance by the MHCC of a task order. The successful vendor may bill the Commission after the completion and acceptance of each task order.

The MHCC reserves the right to reduce or withhold contract payment in the event the contractor does not provide all required deliverables within the time frame specified in the task order or in the event that the contractor otherwise materially breaches the terms and conditions of the contract.

Invoices must be addressed to:  
Ben Steffen, Director  
Center for Information Services and Analysis  
MHCC  
4160 Patterson Avenue  
Baltimore, MD 21215

Another one copy of this invoice marked "copy" shall be submitted to  
Bridget Zombro  
MHCC  
4160 Patterson Avenue  
Baltimore, Maryland 21215.

All invoices must (at a minimum) be signed and dated in addition to including the vendor's mailing address, the vendor's Social Security number or Federal Tax ID number, the MHCC assigned contract number, the goods/services provided, the time period covered by the invoice and the amount of requested payment.

#### **TERMINATION CLAUSE**

This contract may be terminated at any time and/or for any reason at the convenience of the Commission. **Bidders must acknowledge this statement in their response to this Bid Board Notice.**

**MINORITY BUSINESS ENTERPRISES ARE ENCOURAGED TO  
RESPOND TO THIS SOLICITATION.**

## Price Computation Table

<b>LABOR CATEGORIES</b>	<b>Proposed Hours</b>	<b>Hourly Rate</b>	<b>Total Dollars</b>
Task Leader	200		
Geographic Design Programmer	400		
Junior Geo. Design Programmer	400		
<b>Total Labor Costs</b>	<b>1000</b>		
Other Direct Costs (Please identify)			
<b>TOTAL PROPOSED COSTS</b>			

Note: Costs are for proposal evaluation and do not constitute a commitment to expend your projected hours.

Assumptions:

Labor categories rates must be based on salaries of individuals proposed to work in those categories as specified in labor categories under “Required Documents” section.

Please identify other direct costs of completing the contract including travel, printing of reports, and computer usage. As stated in Part II, Section 2.0, the bidder shall assume that MHCC will provide no computer equipment for completing the analysis.

**THE HOURLY RATES SUBMITTED IN THIS APPENDIX  
SHALL BE USED AS THE UNIT PRICES  
FOR THE RESPECTIVE LABOR CATEGORIES ON ANY TASK ORDERS  
THAT RESULT FROM THIS PROCUREMENT.**